



PERSONNEL ADMINISTRATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	PERSONNEL ADMINISTRATION, DEPARTMENT OF	RELEASE DATE:	Tuesday, June 26, 2007
POSITION TITLE:	Deputy Project Director, System Automation, HR Modernization Project	FINAL FILING DATE:	Thursday, July 26, 2007
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 5,970.00 - \$10,174.00 / Month	BULLETIN ID:	06202007_7

POSITION DESCRIPTION

****PENDING BUDGET APPROVAL****

Under the general direction of the Executive Project Director, the Deputy Project Director for System Automation, will be responsible for supervising professional and support staff, and hiring and managing consultants to design, develop, and lead implementation for the integrated automation human resource system that supports all components of the Human Resource Modernization Project.

Specific responsibilities include but are not limited to creating web-enabled survey instruments and a data repository for survey responses and occupational analyses, developing and implementing of statewide standards, policies and procedures, identifying of standards or requirements for infrastructure configuration or change management, automating the examination and hiring processes, application screening, performance and compensations, and the classification and competencies database.

REPORTING RELATIONSHIPS: Reports directly to Executive Project Director, HR Modernization Project; supervises one Data Processing Manager IV, and 6 redirected information technology staff from various departments and external consultants.

NOTE: SALARY WILL BE COMMENSURATE WITH THE CANDIDATE'S QUALIFICATIONS FOR THE POSITION.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and

control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

****PROJECT MANAGEMENT CERTIFICATE****

Ability to plan and carry out difficult and complex information technology project management assignments, and develop new methods, approaches, and procedures; Ability to develop, schedule, coordinate, and manage most complex projects and resources, including monitoring and inspecting costs, work, and contractor performance; Ability to negotiate information technology contract term, conditions, and revisions; Ability to perform resources strategy and planning for most complex projects; assess, plan, manage, monitor, and evaluate all aspects of complex project activities, such as information technology baseline assessment, interagency functional analysis, contingency planning and disaster recovery; Ability to define and utilize IT contract penalties; Ability to prepare, justify, manage, lead, and administer the budget for program/project areas; plan, administer, and monitor expenditures to ensure cost-effective support of programs and policies; assess financial condition of an organization; Ability to work with stakeholders to define project scope, requirements, and deliverables; Ability to develop, modify, or provide input to project plans; Ability to implement project plans to meet objectives; Ability to coordinate and integrate project activities; Ability to manage, lead, or administer project resources; Ability to monitor project activities and resources to mitigate risk; Ability to implement or maintain quality assurance processes; Ability to make improvements, solve problems, or take corrective action when problems arise; Ability to give presentations or briefings on all aspects of the project; Ability to participate in phase, milestone, and final project reviews; Ability to identify project documentation requirements or procedures; Ability to develop and implement assigned goal(s) project roll-out plan(s); Ability to work effectively with others in a team environment; Ability to supervise and direct the work of others; Ability to communicate effectively both orally and in writing; Ability to meet tight timelines/deadlines and work under stress; Ability to plan, coordinate and organize own work and work of others to meet timelines; Ability to analyze information from multiple sources and make effective recommendations for action; Advanced knowledge of principles, methods, techniques and tools for the effective management of information technology projects from initiation through to implementation; Knowledge of : • Configuration Management • Data Management • Information Management • Information Resources Strategy and Planning • Information Systems/Network Security • Information Technology Architecture • Information Technology Performance Assessment • Infrastructure Design • Systems Integration • Systems Life Cycle • Technology Awareness

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Project Director, System Automation, HR Modernization Project**, with the **PERSONNEL ADMINISTRATION, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- If you possess a certificate of completion of Project Management training, please submit a copy along with the required documentation.

Applications must be submitted by the final filing date to:

PERSONNEL ADMINISTRATION, DEPARTMENT OF, Administrative Services Division
1515 "S" Street, North Building, Suite 400, Sacramento, CA 95814
Rita Miranda | (916) 324-3227 | ritamiranda@dpa.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The PERSONNEL ADMINISTRATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>